NHSN: Monthly Checklist

☐ Verify Your Facility’s Profile Information

☐ Add or Verify Your Locations / Types

☐ Enter Monthly Reporting Plan

Device-Associated Module
☐ Add locations (inpatient only)
☐ Check CLABSI, CAUTI, VAE, as applicable

Procedure-Associated Module
☐ Add procedures
☐ Check IN and/or OUT

Multi-Drug Resistant Organism Module
☐ Select FACWIDEIN location – MRSA-MRSA
  ☐ Check Lab ID Event Blood Specimens Only [Note: Any ED and Obs units will be added automatically]
☐ Select FACWIDEIN location – CDIF
  ☐ Check Lab ID Event All Specimens [Note: Any ED and Obs units will be added automatically]

☐ Add Events
☐ Add any CAUTI, CLABSI, SSI or VAE infections
☐ Add all MRSA blood stream cases (all blood specimens, not just those that are hospital-onset)
☐ Add all C diff cases (all specimens, not just those that are hospital-onset)

☐ Add Summary Data

Device-Associated – ICU and all Other Locations
☐ 1 summary data page entered for each inpatient location
  ☐ Total Patient Days
  ☐ Central Line Days, if applicable
  ☐ Urinary Catheter Days
  ☐ Ventilator Days, if applicable
  ☐ Check “Report No Events” for CLABSI, CAUTI, VAE, if applicable; if this is missed, you can fix in “Alerts”

MDRO and CDI Prevention Process and Outcome Measures Monthly Monitoring
☐ 1 summary data page for FacWideln and each ED or Obs unit
  ☐ Total Facility Patient Days (FacWideln and Obs Unit)
  ☐ Total Facility Admissions (FacWideln and Obs Unit)
  ☐ MDRO Patient Days
  ☐ MDRO Admissions
  ☐ CDI Patient Days
  ☐ CDI Admissions
  ☐ Total Encounters (ED)
  ☐ Check “Report No Events” for MRSA and C diff, if applicable; if this is missed, you can fix in “Alerts”
  ☐ Quarterly: Add C diff test type (March, June, September, December)

☐ Remedy All Alerts https://www.cdc.gov/nhsn/pdfs/gen-support/nhsn-alerts.pdf

☐ Generate Data Sets

☐ Enter Annual Facility Survey (Jan or Feb)

☐ Distribute reports to appropriate recipients for analysis and creation of action plans